



**cherwell
doors**

INDUSTRIAL
COMMERCIAL
PERSONNEL
FIRE EXITS

INSTALLATION
SERVICE
REPAIR

Information regarding your Cherwell Doors site visit

Thank you for choosing Cherwell Doors for your project or repair work. We appreciate your business. In order to ensure everything runs smoothly & with minimal disruption to your business activity, please can we bring your attention to the following points?

- 1) We will have telephoned & confirmed your installation day by e-mail. If for any reason you need to reschedule, please let us know as soon as possible. If we have to terminate our visit on the day, there may be an additional labour cost for our operative's site time.
- 2) We will require clear uninterrupted access to your door/s for the duration of the works. Delays to the smooth running of the works will result in additional time costs.
- 3) If you require our engineers to complete an induction or Health & Safety briefing prior to commencement of the job, please make the office aware of this beforehand to allow the additional time & costs involved.
- 4) All quoted works are based on completion within our standard working hours. Again, if you require weekend or evening site attendance, please discuss this with the office beforehand to confirm costs.
- 5) Please be aware that if we are unable to commence work within 15 minutes from arrival to site, then you will be charged an additional fee at our current hourly rate, excluding VAT.

Contact details:

Main office: 01295 256698

